

North Shore Neighbourhood House
Monday, August 30, 2010
C.U.P.E. JOB VACANCY
CHILD CARE WORKER 2 – OUT OF SCHOOL PROGRAM

Posting Reference Number 2010-1310-06 (please refer to this number when applying)

RATE:	\$17.67 per hour
Hours of Work:	Part-time 20 hours per week
Location:	Ridgeway Cloverly in our Out of School Program
Effective:	September 1st, 2010

Nature and Scope of Work

This is child care work in the North Shore Neighbourhood House Child Care Program working with children aged five to twelve or with teens aged 13 to 19, including those with special needs, in an Out-of-School program. The work involves the planning, organization and implementation, in conjunction with the other staff, of developmentally appropriate activities to meet the needs of school aged children or teens in an out of school setting. The work involves the planning and carrying out of activities to promote the social and personal development of special needs children and/or teens. An incumbent works under the general direction and supervision of the Child Care Worker 3 – Out-of-School. Work performance is evaluated in terms of the attainment of desired goals and objectives and the effective operation of the care services provided.

Illustrative Examples of Work

Plans, organizes, and implements activities appropriate for school aged children and/or teens.

Conducts activities with children and/or teens maintaining and establishing a climate through which each child can find security and be enabled to take part in and enjoy the program.

Maintains a balance between an individual child's/teen's needs and the needs of the group providing support and reinforcement in the development of physical, cognitive, emotional and social skills.

Where required, attends planning and progress meetings to discuss individual children/teen's goals and plans; attends staff meetings to discuss program plans and goals.

May liaise with family, other staff, Ministry for Children and Families staff and community resources in communicating the goals and programs of each child/teen in the program.

Escorts children to and from classrooms ensuring all children are checked into the program or their whereabouts are known.

May purchase food and baking program supplies from petty cash fund recording receipts.

Prepares and maintains reports and records related to the work performed.

Ensures the program facilities are safe and clean; all equipment is in good order and reports repairs needed to the Supervisor.

Performs related work as required.

Required Knowledge, Abilities & Skills

Sound knowledge of the care and guidance needs to promote social and personal development of school age children or teens, including those with special needs.

Sound knowledge of applicable policies, regulations and rules governing the work performed.

Ability to plan and effectively carry out activities to promote social and personal development in children and/or teens

Ability to exercise patience and consistency in behaviour management. Ability to observe and keep records of children or teens with behavioral and developmental problems.

Ability to establish and maintain effective working relationships with families, children, staff, and, where appropriate, community resources.

Ability to prepare and maintain reports and records related to the work.

Must demonstrate the ability to work well within a team setting, be well organized, flexible and be able to adapt easily to new situations.

Must possess excellent communication and interpersonal skills.

Must be willing to pursue ongoing professional development through attendance at courses or workshops related to working with children or teens requiring support and their families and caregivers

Desirable Training and Experience

Completion of Grade 12 supplemented by courses in special needs training, plus experience working with special needs children and/or teens, or a suitable combination of training and experience.

Required Licenses, Certificates and Registrations

Emergency First Aid Certificate

TB test may be requested at the direction of the medical health officer

Criminal Records Check

Physician's letter stating employee is psychologically and physically able to work with children

Please apply to: Lisa Hubbard
Program Manager Childcare Services

Closing Date: Sunday, September 5th, 2010